



Information Handbook





Welcome

It is with great pleasure that I welcome you and your family to the St Francis School community. St Francis is a place where students can confidently learn more about themselves, others, the world and God as they grow to be compassionate and active contributors to society. Our students, their learning and their wellbeing are our core business and are at the heart of everything that we do.

St Francis is a school rich in history and built on the faith of its community. Inspired by the sense of family and care for others shown by St Francis Xavier, the Samaritan Sisters and the Marist Brothers, St Francis Primary School seeks to foster the growth of each student, in accordance with the teachings of Jesus Christ. Our school motto "Christ and Knowledge" is at the core of all that we do as we strive to live out the Gospel values of Jesus in a supportive and caring environment that acknowledges and celebrates the gifts and talents of all those in our community.

Quality relationships and partnerships with parents and caregivers is integral to our approach at St Francis. We acknowledge our parents who are the first educators of their children and appreciate and encourage active parent involvement in the life of our school. Schools do not succeed by themselves therefore I invite you to be part of the daily life of our school community.

We believe that students achieve their best when parents and the school work in a close partnership together.

Community is important at St Francis and relationships are promoted and celebrated through positive interaction with students, teachers, parents and the Parish.

As a community we strive to support each other, work with each other and live in harmony with each other all for the wellbeing of our students, for they are at the heart of all that we do each and every day.

Through the learning programs that are offered, we provide a range of educational experiences for all students that will challenge, motivate and encourage them to strive to do their best.

The staff at St Francis are committed and dedicated, working as a team to provide quality teaching and learning programs that are innovative and in keeping with contemporary educational practices. Students develop and flourish in a positive and engaging atmosphere. Therefore, we promote a caring and safe learning environment where students are encouraged to take ownership of their learning and where taking risks with learning is supported.

It is an absolute privilege to walk alongside you on your journey here at St Francis. As you involve yourself in the St Francis community, you will have the opportunity to meet new friends and discover new horizons. We hope that you and your family experience a real sense of belonging here!

God Bless
Amanda Jones
Principal



Our team

Administration

Principal	Amanda Jones
APRE	Nicole O'Connor
Teaching & Learning Advisor	Rita Cranitch
Chaplain	Stephanie Ryder
Guidance Counsellor	Felicity Griggs

Teachers

Prep	Kelly Harris & Megan Tatnell
Year 1 & 2	Chiara Oar/Cate Eathorne & Jaimie Hollingsworth/Nicole O'Connor
Year 3 & 4	Olivia Licciardello, Tracie Duthie & John Eade
Year 5 & 6	Kelsey Rye, Chrissa Di Bartolo/Maria Johansen & Anna Lynch
LOTE (Italian)	Anita Julyan
The Arts	Anita Julyan
PE	Cate Eathorne (Prep-Year 4), Anna Lynch (Year 5-6)

School Officers

Admin-Finance	Debbie Watson
Admin Officer	Areti Danello
Indigenous Support Officer	Naomi Mills
Learning Support Aides	Cathy Bevilacqua, Renee Corradi, Angela Di Marzio, Michelle Felesina, Emily Fiamingo, Kaylaha Malaponte, Sharyn Osborn, Janette Pattinson, Corinna Polga, Katrina Rainbow, Hayden Savorgnan
General Aide	Emily Arthur
Groundsmen	George Brooker
Maintenance Officer	Leeroy Chung



School Prayer

Father

Help us to live our motto of Christ and Knowledge at St Francis School

May we strive to follow the example of Jesus to treat each other with fairness and respect.

May we make our school a place of love for Jesus,

His mother, Mary, and each other.

We pray that St Francis Xavier, our patron saint, will guide us as we try to make our school a better place in the way we play and learn.

Amen.

Our Mission

“Our mission founded on the experience of being profoundly loved by Jesus is to make him known and loved.”

The St Francis School Community, founded on the charisms of the Good Samaritan Sisters and Marist Brothers, is committed to working together to provide opportunities for every child to fully develop their academic, spiritual, physical, social and emotional potential.

Attendance

If your child is going to be late or absent from school, the office needs to be notified. This can be done via Compass or a phone call to 4783 2877 and is required by 8.30am. If notification is not received, an automatic text message will be sent to both parents' mobile phones. In the event of late arrival, a parent or guardian must sign the child in at the office. A late slip will be given to the student to hand to their teacher.

Behaviour

Students are expected to show respect and care for all members of the school community. Students are expected to follow our P.A.T.H Rules of Persist with Learning, Act Safely, Treat all with Respect and Help Your Neighbour as per our Behaviour Management Policy.

Bicycles and Scooters

Students who ride their bike to school must wear an approved safety helmet. Bikes are to be walked, not ridden through the school grounds. While at school, bikes are parked in the bike rack area. This area is out of bounds to students other than for parking and collecting bikes. Parents need to continually remind children of road safety rules.

Book Club

The school organises student purchases of books through Scholastic Book Club. Parents are able to make purchases of appropriately recommended and reasonably priced books for their children. Order forms are sent home with the students every term. We encourage the use of this scheme as the school receives commission, by way of books, for all orders we place with Scholastic. This is one of the main sources of obtaining new books for our library.



Bus Transport

Students who travel by bus must maintain a high level of conduct at all times. When dismissed from school, students must make their way to the bus stop immediately. Trans North (Phone: 3036 2072) cater for our bus requirements.

There are bus routes which provide access for children from Brandon/ Pioneer, Klondyke Rd/Aerodrome, Jarvisfield, Alva Beach, Airville, and Giru. These bus routes take in sections of the town and can be used by students who live in the urban area as well as those in the outlying districts. All enquiries regarding bus transportation must be directed to the bus company. Please advise the school administration once bus arrangements have been made.

Class Structure

Our classes are single year level and multi-age compositions. Teachers, together with others in the classroom, create an environment which facilitates learning and maximises potential.

Communication with Teachers

Parents are encouraged and are very welcome to make contact with teachers as issues arise. It is usually best to make an appointment to meet with the class teacher as teachers are not in a position to speak with parents during class time. Teachers will also initiate contact with parents as the need arises. At the commencement of the school year, teachers will arrange a Parent Information Evening for their class. At the meeting, teachers will outline school curriculum, classroom organisation and teacher expectations. It is also an opportunity for parents to have questions clarified.





Compass Education System

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your school and your child's progress.

Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View the school calendar
- Download and view your child's academic reports
- Book parent-teacher conferences

Each parent will have their own username to access Compass.

Contact Phone Numbers

We ask parents to inform the Office IMMEDIATELY if there is a change in contact number so that you can be reached in the case of accident or emergency.

It is in the interest of your child that these numbers are kept up to date.

Curriculum

St Francis School follows the Australian Curriculum subjects of English, Maths, Science, HASS, The Arts, Health and Physical Education, Italian and Technology. As a Catholic School we teach students about Religion following the Religious Education Curriculum and being religious through experiences that are central to our Catholic faith.

Education In Faith

The school works closely with the Parish. Whole school Masses are celebrated as are regular class masses. The school complements the Parish's Sacramental Program. Special occasions are also marked by prayer at school assemblies.

Homework Policy

At St Francis School, students will be set homework which provides opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework will take into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits.

Belief Statement

We believe that homework should enhance student learning that:

- is purposeful and relevant to students needs;
- is appropriate to the phase of learning (early, middle and senior);
- is appropriate to the capability of the student;
- develops the student's independence as a learner;
- is varied, challenging and clearly related to class work;
- allows for student commitment to recreational, employment, family and cultural activities.

We believe that by using varied and challenging homework appropriate to students' learning needs, homework can:

- consolidate learning through revision and critical reflection (practising for mastery)

- apply knowledge and skills in new contexts (a topic of interest, an authentic local issue),
- pursue knowledge individually and imaginatively (investigating, researching, writing, designing, making),
- prepare for forthcoming classroom learning (collecting relevant materials, items, information).

We believe in considering students' other commitments when setting homework:

- in determining homework, it is important to acknowledge that students may be engaging in many different activities outside of school. These include a range of physical activities and sports, recreational and cultural pursuits.

Responsibilities

Teachers responsibilities include:

- setting homework on a regular basis
- clearly communicating the purpose, benefits and expectations of all homework
- checking homework regularly and provide timely and useful feedback
- setting homework that is varied, challenging and directly related to class work and appropriate to students' learning needs and the time available
- explicitly teaching strategies to develop organisational and time-management skills and providing opportunities to practice these strategies through homework

- giving consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework.

Parents and caregivers responsibilities include:

- being aware of the school's homework policy
- providing a suitable environment for the student to work with minimal distraction for a set period of time
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read
- encouraging them to take an interest in and discuss current local, national and international events
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity.



Insurance

While it is the responsibility of parents to cover their children with some form of personal accident insurance the school does provide a basic School Care policy with our current insurer. This should provide cover for sporting and other injuries at school, en route to and from and during school related activities.

Leaving The School Grounds

Students are not permitted to leave the school grounds during school hours. In the event of necessity, a phone call to the office or a note indicating parental permission is required. When parents need to collect their children from school during class time, they should meet them in the Office where they sign the student out.

Library

The school library is available for students to do research and to borrow books. Parents are asked to assist the school in teaching their child to be responsible for looking after school resources. For this reason we ask that all students have a library bag to protect the books. Teachers take their classes to visit the Library each week.

Medical Procedures

Parents must notify the school if their child is on daily medication for a specific reason e.g. diabetes, epilepsy etc. Students who become ill at school are supervised until well or contact can be made with a parent. In the case of a severe accident or emergency, where parents cannot be contacted, it is usual for the child to be taken by Ambulance to the hospital. Parents will be notified as soon as possible.

Medication From Home

All medications, including over-the-counter (OTC) medications, must be prescribed by a health practitioner (e.g. doctor, dentist, optometrist, but not a pharmacist). A Consent to Administer Medication form must be completed and only medication labelled correctly can be administered by staff. Instructions solely by parents or caregivers can not be acted on. All medication administered is recorded in Compass.

Money

When sending any money to the school, please send it in a sealed envelope with appropriate details marked on the outside:

Your child's name and class

Payment description

Amount enclosed

Newsletters

Our main communication with parents is through the school newsletter which is distributed electronically every Friday. As the need arises, other notes will be sent home to parents.



Playground Supervision

The school playground is supervised from 8.10am. Parents are to ensure their child does not arrive at school before this time as they will not be supervised. No child or parent is to wait near classes or buildings. At 8:10am everyone goes to the undercover area near the oval. Parents can wait with their children there until 8:30am. The school grounds are supervised until 3:20pm. Once students are dismissed they must wait in designated areas for their parents or their bus. Students riding bikes or walking must make their way home immediately after dismissal. After 3:20pm all remaining students must wait seated in the Office for collection.

Reporting To Parents

As a staff, we believe that all forms of reporting to parents should promote the worth of the child, whilst providing positive, constructive feedback for parent and child. Reporting at St Francis is both interactive and regular. It takes various forms:

Formal Reporting

At the end of each semester, student reports are made available to parents via Compass. Structured Oral Reporting takes place at the end of Term 1 and Term 3.

Informal Reporting

Parents can make an appointment to see a teacher at any time during the term. You can also read teachers' comments and corrections in the children's workbooks.

School Calendar

A term calendar is included in the newsletter at the beginning of each term. The school calendar can also be viewed via Compass and parents are also encouraged to add the school Google calendar to their own calendar.

School Camps

Camps are a part of the educational package on offer at St Francis, and as such, all students are expected to participate. Year 5 & 6 children take part in a three day camp.



School Fees and Levies

The continuing provision of quality Catholic Education requires that all parents assume responsibility for payment of school fees and levies as they fall due. Accounts will be issued via Compass and will need to be paid within 30 days. Parents requesting extensions of time, are required to submit their payment plan to the office.

The School Fee Policy is that concessions, for those in genuine need, are to be applied for at the beginning of each year. Application for Fee Concession is to be made annually. Written documentation is required to be done by the school so that all monies are accounted for. Confidential information regarding family

details, income and expenditure may be requested and the poverty line schedule will be used as an aid.

While the vast majority meet their financial responsibility, those who do not will receive Overdue Account Notices. If response to this is not made, responsibility for collection of fees will be placed in the hands of the Diocesan Collection Agency and legal action may then follow. It is through this policy that the values of Justice, Fairness, Responsibility, Community, Growth and Equity are promoted. School fees are made up of tuition costs and levy charges which can be paid in advance per week, per quarter, or per year.

2024 School Fees

Family Fee Totals

Family Size	Per Week	Per Term	Per Year
School Fees 1 child	\$75.70	\$757.00	\$3,028.00
School Fees 2 children	\$107.70	\$1077.00	\$4,308.00
School Fees 3+ children	\$121.00	\$1,210.00	\$4,840.00

Healthcare Card Holder Discount Fee Totals

School Fees 1 child	\$44.97	\$449.70	\$1,798.80
School Fees 2 children	\$61.57	\$615.70	\$2,462.80
School Fees 3+ children	\$68.71	\$687.10	\$2,748.40

School Hours

Students arriving before 8:10am should be seated in the undercover eating area beside tuckshop.

8:10am Morning duty begins	1:30pm - 1:50pm Second play
8:30am Student move to classrooms	1:50pm - 2:00pm DEAR time
8:40am - 10:50am Sessions 1 & 2	2:00pm - 3:00pm Session 5
10:50am - 11:30am First play and lunch	3:00pm School finishes
11:30am - 1:30pm Sessions 3 & 4	

Smoke Free Buildings

Smoking should not occur in any building classed as school property and used by staff and/or students for school purposes.

Sport

All students are given the opportunity to participate in a range of sporting activities. It is expected that all students will take part in these activities unless prevented for medical reasons. Students must bring a note from parents requesting exemption from any sporting activity.

Some students also take part in sports on a competitive basis with other local schools. We also hold Cross Country, Swimming and Athletics Carnivals at the school in order to select squads to represent St Francis at the local zone carnivals. Children can go on to be selected to represent at State level.

Sun Safe Policy

Queensland has the highest incidence of skin cancer in the world. Research shows that two thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during the first fifteen years. All at St Francis must wear hats during any school outdoor activity throughout the year. Please apply SPF 30 or higher, broad spectrum water resistant sunscreen before your child leaves for school. Sunscreen will also be supplied from each classroom.

Transport To And From School

When leaving the school grounds of an afternoon, students are not to cross roads without the assistance of a crossing supervisor or teacher. Crossing supervisors operate in Hoey Street and on Edward Street.

Parents collecting their children by car are advised to use either the Hoey Street or Edward Street entrances. When crossing the road they must use the pedestrian crossing.

When parents are collecting children from Prep, we ask that they enter the building where the students will be waiting for collection. Cars can be driven into the car park off Burke Street.

The Roundabout is a Stop, Drop and Go area. The driver and passengers must stay in the vehicle. If students require assistance with seatbelts, parents are asked to park to help their child. Students should only be entering vehicles from the passenger side due to safety.



Tuckshop

Our tuckshop offers a service to parents and students and it is open during first break Monday to Friday. We are only able to conduct our tuckshop through the generous support of parents who work on a roster system. At the commencement of the school year, a note will go home calling for volunteers to volunteer their time in the tuckshop. Each person is usually rostered on once per month. A large range of food is available. A menu and price list will be sent home at the beginning of the year.

Parents are able to use either our online ordering or bag system to place an order.

Instructions for the online system are on our website. Bag system orders need to be written on a paper bag and placed in the letterbox located directly in front of the tuckshop. Food can be ordered for first break only.

Wheelchair Access

All areas of the school, including toilets, are accessible by wheelchair. There is a designated wheelchair space in our car park which is located closest to the Administration Building.

Uniform Policy



Issued: January 2022	Replaces: Previous Guidelines
Review Date: November 2023	Approved by: School Board

Statement Of Policy

St Francis is committed to providing a sense of belonging through the wearing of the School uniform.

Introduction

This policy addresses the need to provide consistent and clear expectations for uniform and appearance. The St Francis uniform should be worn with pride on all occasions. It is the collective responsibility of all to ensure the following dress requirements are applied.

Rationale

The uniform identifies students as members and representatives of St Francis School. A consistent uniform dress code promotes a

sense of belonging. Students are encouraged to develop important life skills through consideration of issues related to personal appearance including personal hygiene, health and safety issues. All students have a responsibility to be positive role models within the school and in representing the school in the wider community. The school uniform can be purchased from Michael's Menswear.

Policy Directive

The correct school uniform is to be worn at all times. If, for some reason, a student is unable to wear the correct uniform on a particular day, a note must be sent to the classroom teacher. Uniform items must be clearly

marked with the child's name. All students must wear the school hat to school events including external sports.

Students are expected to ensure that their personal appearance meets school expectations as per the principles below. Students who do not comply with the uniform policy will receive a uniform slip for rectification of uniform.

The final decision on acceptable dress and appearance is that of the Principal.

Hairstyles

Hair should be:

- Neat and clean with no fashion extremes in styling or cut. This includes but is not limited to mullets and tracks. This will be at the discretion of the Principal or Assistant Principal.
- Off the face and tied back if shoulder length or longer.
- Natural colour.
- Ribbons, bands, headbands and scrunchies should be simple and understated in school dress fabric or in school colours of plain blue or red.

Jewellery

It is preferable that no jewellery be worn to school. However, if students do wear jewellery, please note that the school accepts no responsibility for lost or damaged items. Students may only wear:

- Religious symbol on chain
- Watch (no smart watches)
- Plain studs or plain sleepers in the ears only

Makeup and Fingernails

Makeup of any description is not permitted to be worn. Students are not permitted to wear nail polish or false nails such as acrylic nails. Fingernails should be clean and neatly trimmed.

Girls Uniforms

Formal Uniform / Year 1–Year 6

- Blue check dress
- Short blue socks
- Black shoes
- School hat

Sport Uniform / Prep–Year 6

- School sports polo–long or short sleeved
- Royal blue school skort or embossed polyester shorts (no holey shorts)
- Plain white socks (no ankle socks)
- Predominantly black or white sandshoes / joggers
- School hat

Boys Uniforms

Formal Uniform / Year 1–Year 6

- Blue jack shirt
- Navy blue shorts
- Long school socks
- Black shoes
- School hat

Sport Uniform / Prep–Year 6

- School sports polo– long or short sleeved
- Embossed polyester shorts (no holey shorts)
- Plain white socks (no ankle socks)
- Predominantly black or white sandshoes / joggers
- School hat

* Plain navy blue or maroon jumper for winter.

* On colder days, students may wear navy blue tracksuit pants.

Prep students require the sport uniform only.



**Inspiring Excellence,
Nurturing Belonging.**

ayr@tsv.catholic.edu.au | 4783 2877
www.sfatsv.catholic.edu.au